



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**May 24, 2017**

**GOM 2017-16**

TO: Financial Aid Administrators  
High School Counselors  
High School District Administrators

FROM: Catalina G. Mistler *Catalina G. Mistler*  
Deputy Director, Program Administration & Services Division

SUBJECT: **2017-18 High School Graduation Verification**

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This Operations Memo from the California Student Aid Commission (Commission) provides an update to [GSA 2017-13](#) regarding the 2017 high school graduation confirmation process for new 2017-18 Entitlement Cal Grant offered awardees.

### **Education Code 69432.92 (b) states:**

High Schools and High School Districts are to verify the graduation of their pupils as soon as possible upon their graduation and no later than August 31 of the academic year following the pupil's graduation.

### **New Entitlement Cal Grant offered awardees:**

- Must have their high school graduation confirmed prior to receiving a Cal Grant payment.
- Can self-certify their high school graduation at [WebGrants for Students](#).
- Will be notified regularly to confirm their high school graduation status.
- Will be withdrawn from the Cal Grant program if their high school graduation is not confirmed.

### **High Schools Confirming High School Graduation in WebGrants (WG)**

- May certify 2017 graduates by using the "High School Graduation Verification" screen from the Grade Point Average (GPA) menu in WG. There are 3 different status options: "Graduated," "Not Graduated," or "Pending."
- Students who are marked "pending graduation" will have until December 31, 2017, to meet high school graduation requirements in order to remain eligible for a 2017-18 Cal Grant award.
  - In order to release the hold on a student's Cal Grant award, schools must submit a new graduation status in WG once the graduation requirements are satisfied.

**Colleges Confirming High School Graduation in WG**

- Upload high school graduation confirmations by using the WG “File Upload” screen accessed from the Data Transfer menu. The file layout specifications are available in the WG Help menu. Individual student records can also be updated using the WG payment roster.
- Choose to confirm students attending your campus by “opting out” of the high school graduation confirmation process on the “College Cost Estimate” screen.
  - Campuses assume the liability for any new Entitlement Cal Grant funds disbursed to students who have not graduated high school, or achieved the equivalent, as required by law.
  - This “opt out” option might be used by institutions that require high school graduation as part of their admission requirements.
  - Individual students are not affected by a campus checking the “opt out” option.
  - Although payment is allowed at the campus that is choosing to opt out, a student who transfers to another school that does not “opt out” is required to have their graduation status verified prior to disbursement at the new campus.

**Cal Grant Entitlement Students who do not confirm their high school graduation will:**

- Not be eligible to receive Cal Grant payments.
- Be withdrawn from the Cal Grant program.

**Commission Staff Confirming High School Graduation**

We are able to update high school graduation status with documentation such as copies of a diploma, transcripts, or a completed G-8 form.

**Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

***Working together to effectively promote education beyond high school!***